ITACS

Import Trade Auxiliary Communications System
Overview and Walkthrough of Functionality

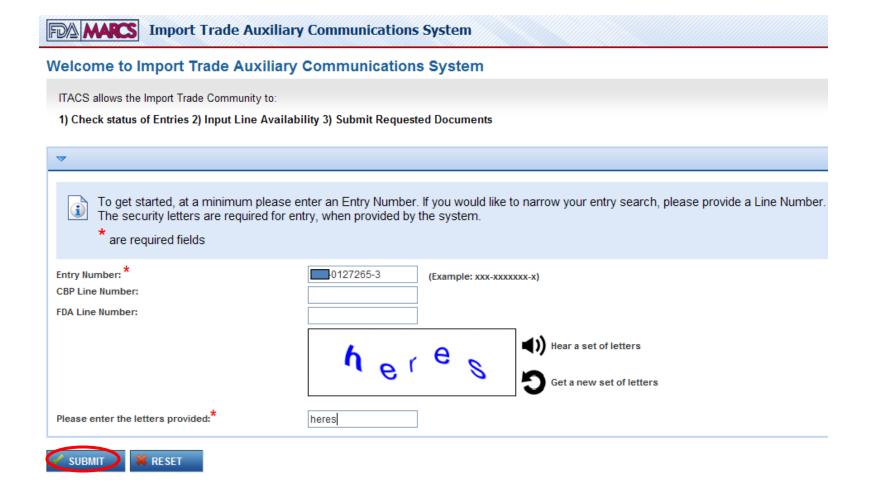
January 2015
Food and Drug Administration
Division of Compliance Systems
Import Compliance Systems Branch

Checking Entry Status

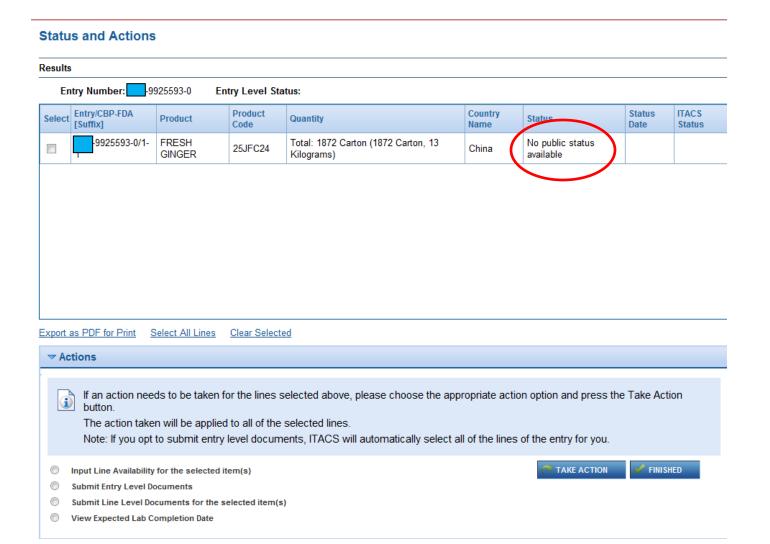
 Enter a valid Customs and Boarder Patrol (CBP)entry number. (Specific line numbers may be entered but are optional.)

- Enter the CAPTCHA letters—letters which are distorted so humans can read them but which are difficult for computers to read.
- Click "Submit"

Checking Entry/Line Statuses



Status: Lines Still Under Review "No public status available"



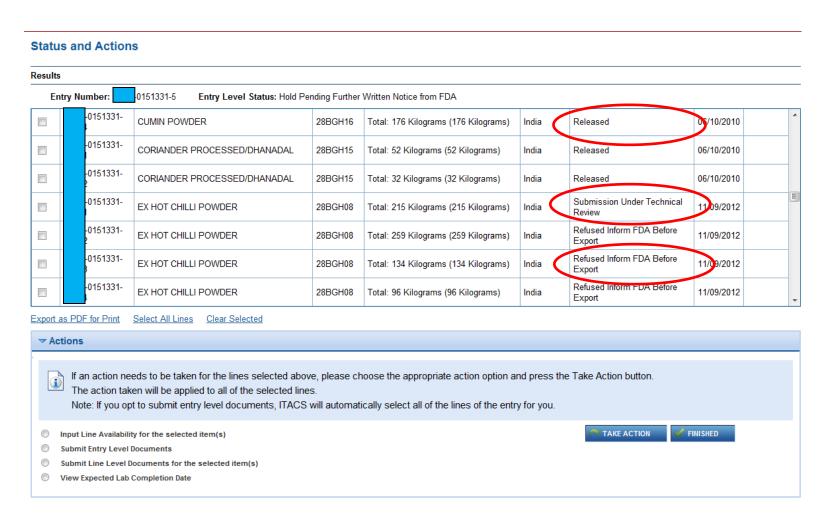
Status: CBP Conveyance Arrival Notification Not Received For Truck and Air Shipments

"FDA entry status information is not available pending receipt of Conveyance Arrival Notification"

Status and Actions X FDA entry status information is not available pending receipt of Conveyance Arrival Notification Results Entry Number: -0121027-4 Entry Level Status: FDA entry status information is not available pending receipt of Conveyance Arrival Notification from CBP Select Entry/CBP-FDA[Suffix] **Product Code Country Name** 0121027-4/1-1 ALL GOLD TOMATO Total: 5 Carton (5 Carton, 12 Can, Cylindrical, 410 Grams) South Africa 24KET50 0121027-4/2-1 APPLETISER Total: 1 Carton (1 Carton, 24 Can, Cylindrical, 330 Milliliters) 21SET01 South Africa 0121027-4/3-1 BAKERS BETTASNACK 03HGT07 Total: 4 Carton (4 Carton, 12 Package, 200 Grams) South Africa BAKERS BLUE LABEL MARIE 0121027-4/4-1 03HGT07 Total: 20 Carton (20 Carton, 12 Package, 200 Grams) South Africa 0121027-4/5-1 BAKERS CHOC KITS ORIGINAL 03HGT07 Total: 18 Carton (18 Carton, 12 Package, 200 Grams) South Africa 0121027-4/6-1 BAKERS EET SUM MOR 03HGT07 Total: 3 Carton (3 Carton, 12 Package, 200 Grams) South Africa 0121027-4/7-1 BAKERS JOLLY JAMMERS BOX 03HGT07 Total: 3 Box (3 Box, 12 Package, 200 Grams) South Africa 0121027-4/8-1 BAKERS NUTTIKRUST 03HGT07 Total: 1 Carton (1 Carton, 12 Package, 200 Grams) South Africa 0121027-4/9-1 BAKERS RED LABEL CREAMS 03HGT07 Total: 10 Carton (10 Carton, 12 Package, 200 Grams) South Africa Export as PDF for Print Select All Lines Clear Selected Actions If an action needs to be taken for the lines selected above, please choose the appropriate action option and press the Take Action button. The action taken will be applied to all of the selected lines. Note: If you opt to submit entry level documents, ITACS will automatically select all of the lines of the entry for you. TAKE ACTION Input Line Availability for the selected item(s) **Submit Entry Level Documents** Submit Line Level Documents for the selected item(s)

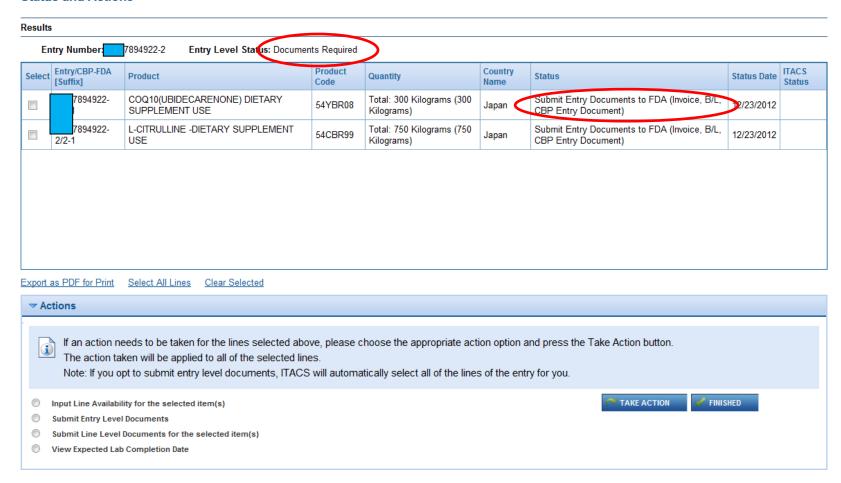
View Expected Lab Completion Date

Status: Mixed for Multi-line Entry



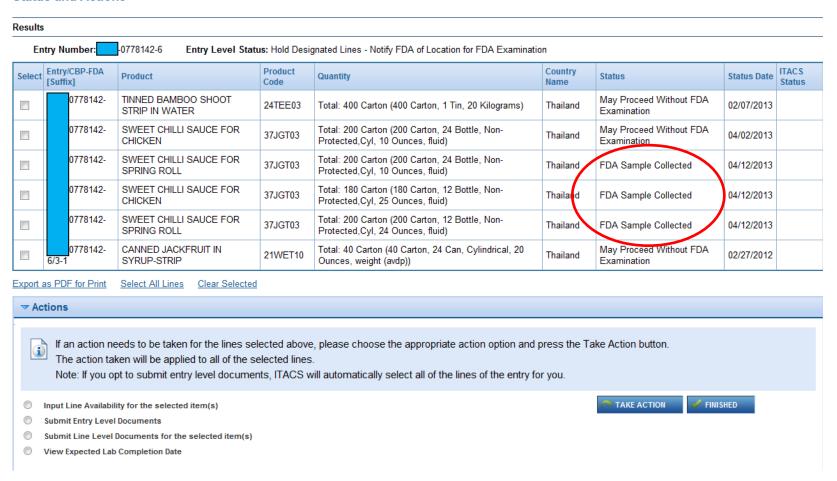
Status: Documents Required "Documents Required"

Status and Actions

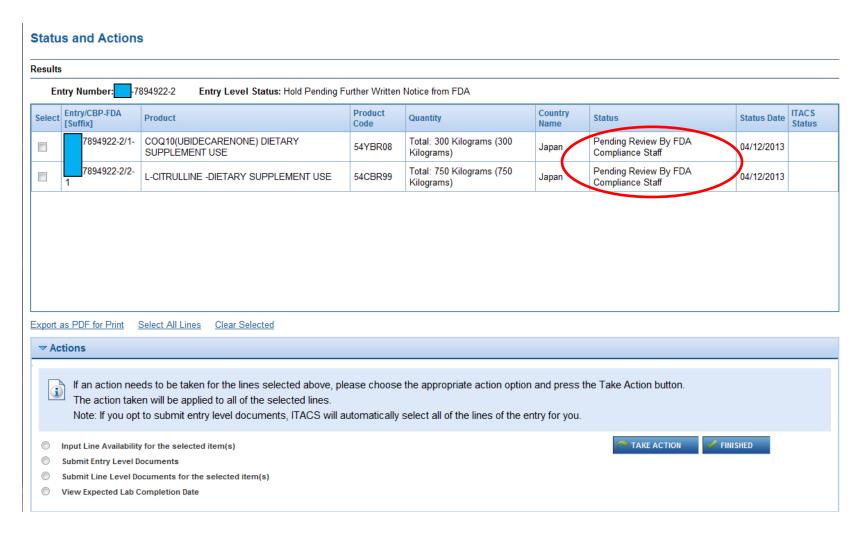


Status: Sample Collected by FDA "FDA Sample Collected"

Status and Actions

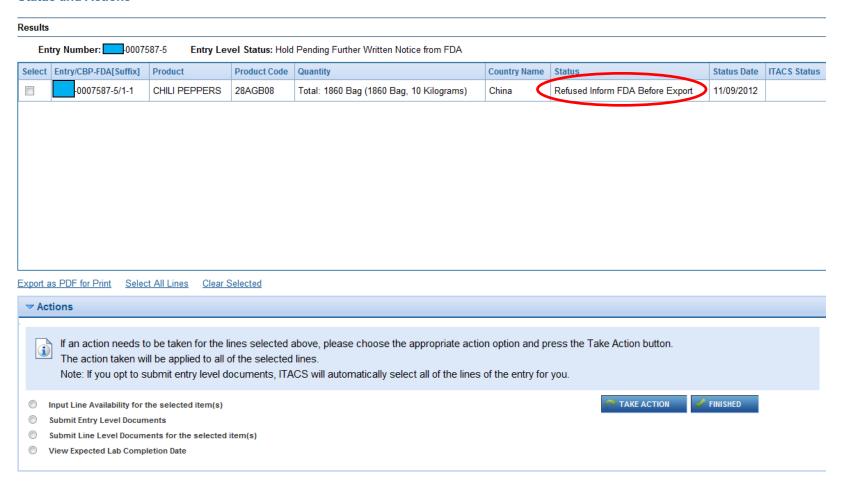


Status: Pending Compliance Review "Pending Review By FDA Compliance Staff"



Status: Refused Line "Refused Inform FDA Before Export"

Status and Actions



Checking Entry/Line Statuses

 Note: ITACS will only display statuses for "open" entries. If a final FDA admissibility decision has been made for all lines of an entry, the entry is "closed" in FDA's import system and you will need to check your ABI Messaging or Notices of FDA Action for the status.

Submitting Documents

Submitting Documents

- Input an Entry Number
- Select the radio button next to:
 - "Submit Entry Level Documents" OR
 - "Submit Line Level Documents for the selected item(s)"

Note: If submitting line-level documents, select the checkbox next to the lines related to the document being submitted. Standard Entry Documentation (3461, invoice, bill of lading, packing lists) should be submitted at the Entry Level.

Click "Take Action"

Submitting Entry Level Documents

Status and Actions

esults En	ntry Number:	0778142-6 Entry Level Stat	us: Hold Desi	gnated Lines - Notify FDA of Location for FDA Examinat	ion			
Select Entry/CBP-FDA [Suffix]		Product	Product Code	Quantity	Country Name	Status	Status Date	ITACS Status
	0778142-	TINNED BAMBOO SHOOT STRIP IN WATER	24TEE03	Total: 400 Carton (400 Carton, 1 Tin, 20 Kilograms)	Thailand	May Proceed Without FDA Examination	02/07/2013	
	0778142-	SWEET CHILLI SAUCE FOR CHICKEN	37JGT03	Total: 200 Carton (200 Carton, 24 Bottle, Non- Protected,Cyl, 10 Ounces, fluid)	Thailand	May Proceed Without FDA Examination	04/02/2013	
	0778142-	SWEET CHILLI SAUCE FOR SPRING ROLL	37JGT03	Total: 200 Carton (200 Carton, 24 Bottle, Non- Protected,Cyl, 10 Ounces, fluid)	Thailand	FDA Sample Collected	04/12/2013	
	0778142-	SWEET CHILLI SAUCE FOR CHICKEN	37JGT03	Total: 180 Carton (180 Carton, 12 Bottle, Non- Protected,Cyl, 25 Ounces, fluid)	Thailand	FDA Sample Collected	04/12/2013	
	0778142-	SWEET CHILLI SAUCE FOR SPRING ROLL	37JGT03	Total: 200 Carton (200 Carton, 12 Bottle, Non- Protected,Cyl, 24 Ounces, fluid)	Thailand	FDA Sample Collected	04/12/2013	
	0778142- 6/3-1	CANNED JACKFRUIT IN SYRUP-STRIP	21WET10	Total: 40 Carton (40 Carton, 24 Can, Cylindrical, 20 Ounces, weight (avdp))	Thailand	May Proceed Without FDA Examination	02/27/2012	
	The action t	aken will be applied to all of the s	lected above			ake Action button.		
	ŕ	opt to submit entry level docume	nts, ITACS v	vill automatically select all of the lines of the entry f	or you.	TAKE ACTION FINI	SHED	
	Submit Entry Lev	rel Documents el Documents for the selected item(s)						
		ab Completion Date						

Submitting Documents (cont)

Click the "Browse" button and locate the file you want to attach

Click the "Attach" button

Select the Document Type from the drop-down list

Repeat as needed

Submitting Documents (cont)

- You may attach up to 5 files of 20 MB each, for a total of 100 MB per submission
- A document may be deleted from the list prior to submission if it has been attached in error
- Enter the required Submitter Information (marked with an asterisk)
- When done, click either "Submit and Finished" or "Submit and Return to Entry" button

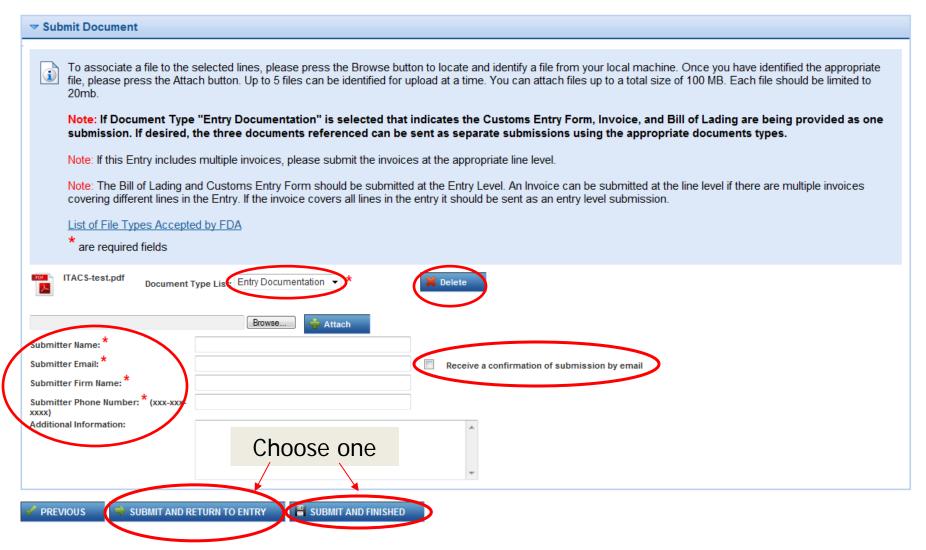
Finding Documents to Submit

Document Submission

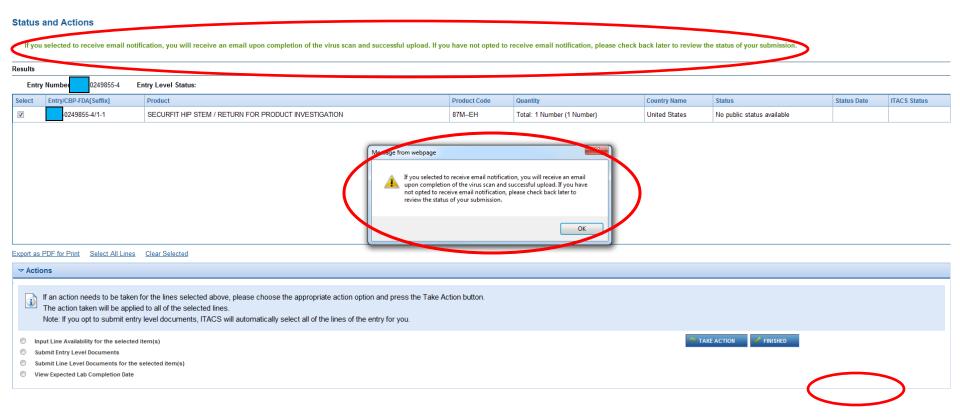
Entry/Doc-Line [Suffix]			Product Code		Quantity	Country Name	Status	Status Date	ITACS Status
1		-0025747-1/1-	DENTAL CEMENT	76OIV	Total: 2 Kilograms (2 Kilograms)	United Arab Emirates	Submit Entry Documents to FDA (Invoice, B/L, CBP Entry Document)	Dec 12, 2012	
	1	-0025747-1/2-	FLORIDE FOAM	53ID-01	Total: 192 Number (192 Number)	United Arab Emirates	Submit Entry Documents to FDA (Invoice, B/L, CBP Entry Document)	Dec 12, 2012	

To associate a file to the selected lines, please press the Browse button to locate and identify a file from your local machine. Once you have identified the appropriate file, please press the Attach button. Up to 5 files can be identified for upload at a time. You can attach files up to a total size of 100 MB. Each file should be limited to 20mb Note: If Document Type "Entry Documentation" is selected that indicates the Customs Entry Form, Invoice, and Bill of Lading are being provided as one submission. If desired, the three documents referenced can be sent as separate submissions using the appropriate documents types. Note: If this Entry includes multiple invoices, please submit the invoices at the appropriate line level. Note: The Bill of Lading and Customs Entry Form should be submitted at the Entry Level. An Invoice can be submitted at the line level if there are multiple invoices covering different lines in the Entry. If the invoice covers all lines in the entry it should be sent as an entry level submission. List of File Types Accepted by FDA are required fields Submitter Name: Submitter Email: Receive a confirmation of submission by email Submitter Firm Name: Submitter Phone Number: * (xxx-xxx-Additional Information:

Attaching Documents For Submission



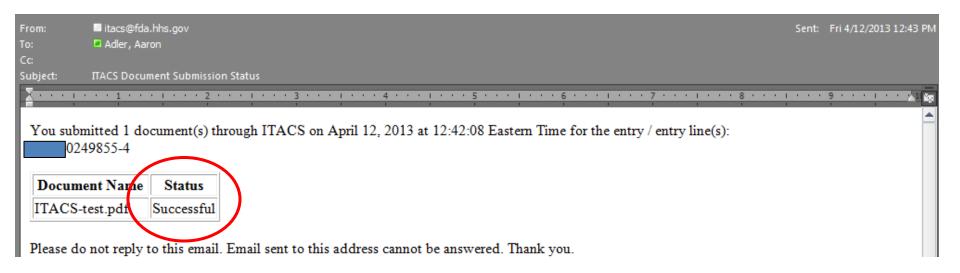
 Immediately after submitting the documents, a message will be displayed at the top of the screen "If you selected to receive email notification you will receive an email upon completion of the virus scan and successful upload. If you have not opted to receive email notification please check back later to review the status of your submission"



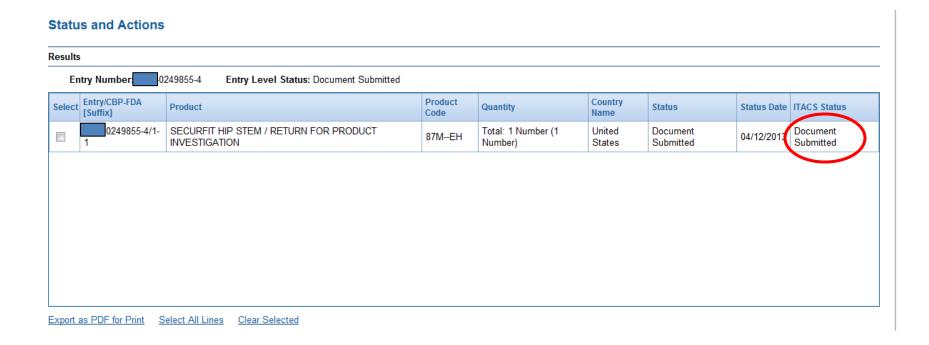
- With the implementation of virus scanning, document uploads may take up to five minutes to complete.
- Users may select the checkbox "Receive a confirmation of submission by email". This email will notify the user whether the document(s) passed or failed the virus scan.
- If the virus scan is successful, the ITACS status will update to "Document Submitted"

- If the virus scan and upload are successful, the ITACS status will update to "Document Submitted"
- Note: Users will no longer receive the message "The documents have been submitted successfully" at the time of submission.

Successful Document Submission Example Email



Successful Document Submission "Document Submitted" Status



Document Review by FDA

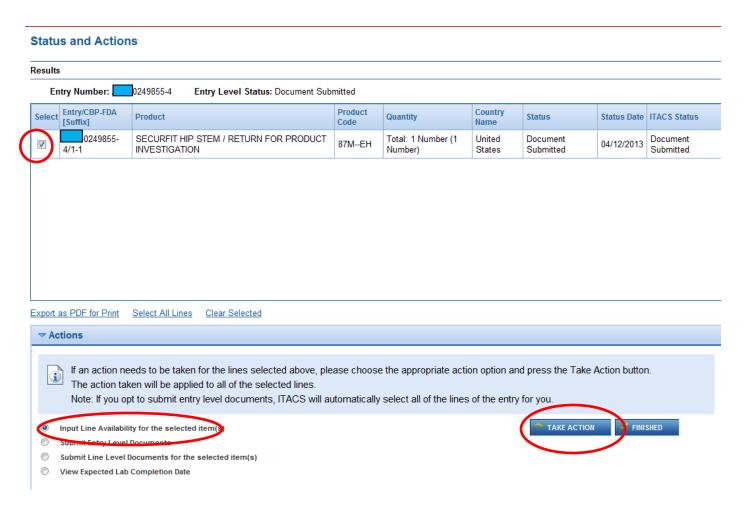
 When documents have been successfully submitted, FDA's Entry Review staff will see an icon which indicates documents are available for review and they can access and review those documents on-line.

Submitting Availability

Submitting Availability Information for FDA Examination

- Input an entry number
- Click the checkbox next to the line(s) for which you wish to submit availability
- Select the radio button next to "Input Line Availability for the selected item(s)"
- Click on the "Take Action" button

Submitting Availability Information (All lines or Selected lines)



Submitting Availability – Three Options

- Goods for the selected lines are available at the address filed for the consignee—meaning the person or company slated to receive the shipment.
- Goods for the selected lines are available at the consignee address as filed with extra information as provided below.
- 3. Goods are at another location. You should provide details about the location.

Note: If there is any question about the validity of the consignee firm information as stored in FDA's Import system, do not use option 1 or option 2.

Required and Optional Information

- For all options, submitter information is required
- Required information is marked with an asterisk
- Information required varies depending on the option chosen
- Do not submit availability location in advance of the product being available for examination by FDA

Submitting Availability – Option 1

Only Submitter information is required

 The consignee as filed in the entry will be indicated as the location of goods

No additional information may be entered

Submitting Availability — Option 2

Submitter information is required

 The consignee as filed in the entry will be indicated as the location of goods

Contact Name, Contact Phone Number,
 Warehouse/Pier Lot Number, Hours of
 Operation and Additional Information may all be entered optionally

Submitting Availability – Option 3

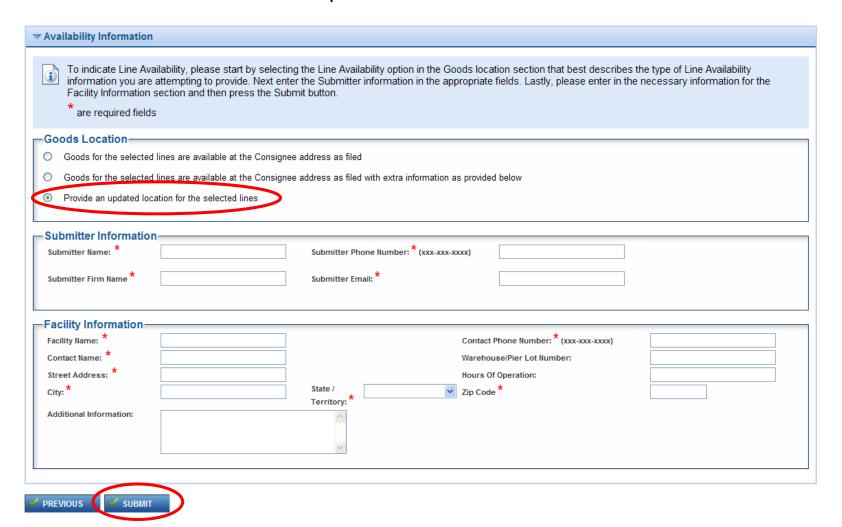
Submitter information is required

 Facility Name, Contact Name, Contact Phone Number, Street Address, City, State and Zip Code are required

 Warehouse/Pier Lot Number, Hours of Operation and Additional Information may all be entered optionally

Provide a Location of Goods (Not at Consignee)

"Provide an updated location for the selected lines"



Submitting Availability

- After filling out all required information and clicking "Submit", the Confirm Input Line Availability screen is presented.
- Verify all information is correct then click either "Submit and Return to Entry" or "Submit and Finished".

Verify Availability Information Before Submitting

Confirm Input Line Availability Entry/Doc-Line Product Country Product Quantity Status Status Date ITACS Status [Suffix] Name 0127265-GOURAMY FISH Total: 50 Carton (50 Carton, 24 Bottle, Non-Protected, Cyl, 16 Notify FDA of Location for FDA Mar 13. 16YCP09 SAUCE Ounces, weight (avdp)) Examination 2013 0127265-Jan 16. Document CRISPY COOKY 03HGT99 Total: 50 Carton (50 Carton, 24 Bag, 7 Ounces, weight (avdp)) Thailand Document Submitted 2013 Submitted Availability Information Please review the information below. If the information provided is correct and you would like to submit the information and query another entry or exit the system, press the Submit and Finished button. If the information displayed is correct and you would like to submit it and perform another action for this entry, press the Submit and Return to Entry button. If the information displayed is incorrect and you would like to change it, press the Previous button to return to the previous screen and edit your Line Availability. —Goods Location-Provide an updated location for the selected lines —Submitter Information Submitter Name: * Submitter Phone Number: * (xxx-xxx-xxxx) Joe Sample 888-463-6332 Submitter Email: * Submitter Firm Name: joe.sample@fda.hhs.gov Facility Information-Contact Phone Number: * (xxx-xxx-xxxx) Facility Name: * FDA 888-463-6332 Contact Name: * Joe Sample Warehouse/Pier Lot Number: Street Address: * 10903 New Hampshire Avenue Hours Of Operation: Maryland City: 7 ✓ Zip Code: Silver Spring 20993 Territory: Additional Information: Choose one

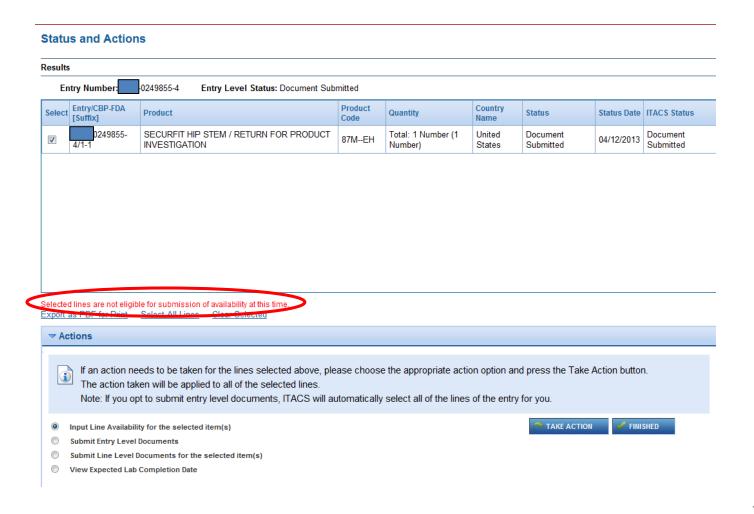
SUBMIT AND RETURN TO ENTRY

B SUBMIT AND FINISHED

Line(s) Not Eligible for Availability Submission

- Availability Information may now only be submitted for entries where at least one line has been designated for exam by FDA.
- If no lines have been designated, the message "Selected lines are not eligible for submission of availability at this time" will be displayed.

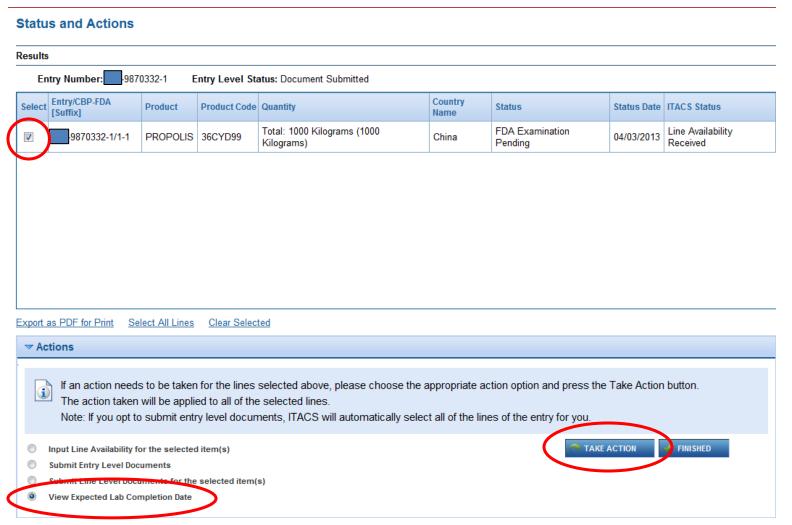
Line(s) Not Eligible for Availability Submission



Laboratory Timeframes for Sampled Lines

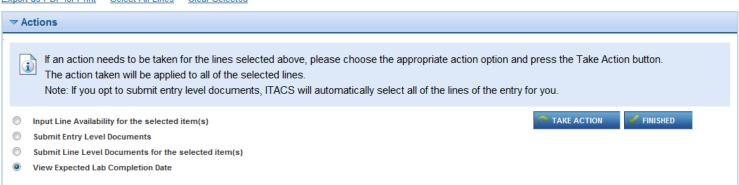
- When a sample has been collected and the analysis is in progress, an estimated completion date may now be viewed.
- Select a line using the checkbox, then select "View Expected Lab Completion Date" and click "Take Action"

Laboratory Timeframes for Sampled Lines



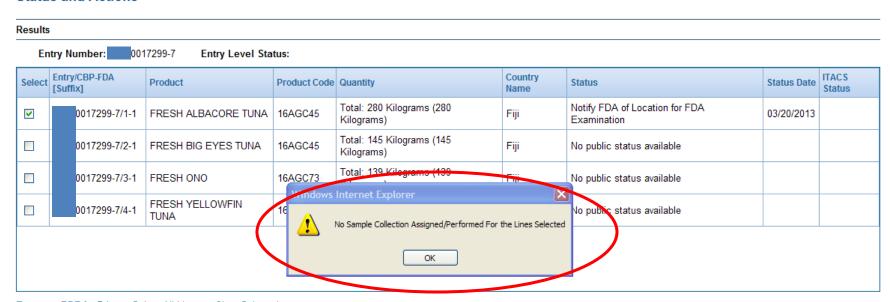
Example of Expected Lab Work Completion Date

Status and Actions Results Entry Number: 0115883-1 Entry Level Status: Hold Pending Further Written Notice from FDA **Expected Lab Worl** Entry/CBP-FDA Product Country ITACS Product Status Date Quantity Status [Suffix] Code Name Completion 34 CARTONS FROZEN MAHI-Total: 34 Case (34 -0115883-FDA Lab Analysis in 1 MAHI SKINLESS FLETCH 12-16 Case, 50 Pounds 03/29/2013 16AGT51 Apr 16, 2013 Taiwan Process (avdp)) Total: 716 Case (716 -0115883-716 CARTONS FROZEN MAHI-May Proceed Without 16AGT51 Case, 50 Pounds 03/29/2013 Taiwan FDA Examination MAHI SKIN LESS FLETCH 1-3# (avdp)) Total: 130 Case (130 -0115883-130 CARTONS FROZEN MAHI May Proceed Without 16AGT51 03/29/2013 Case, 50 Pounds Taiwan MAHI SKINLESS FLETCH 3-UP# FDA Examination (avdp)) Export as PDF for Print Select All Lines Clear Selected



No Sample Collected

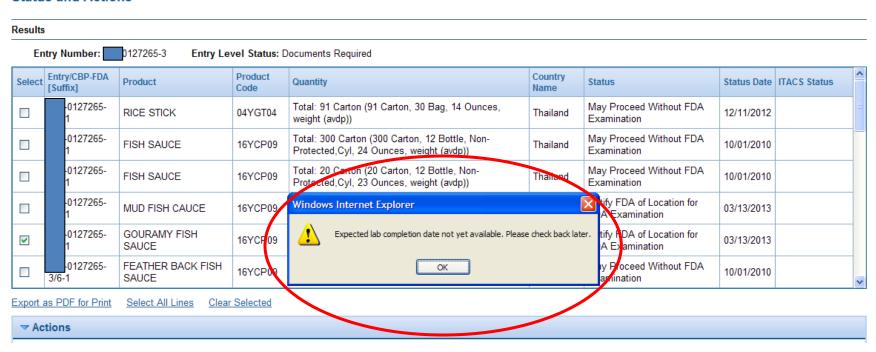
Status and Actions



Export as PDF for Print Select All Lines Clear Selected

Sample Collected, But Lab Completion Date Not Yet Available

Status and Actions



Helpful Links

 A section at the bottom of every page provides links to helpful information.

▼ Helpful Links

Access FDA Product Code Query
FDA Import Office Locations and Contact Information
Import Refusals

Import Program Page Import Alerts

Captcha

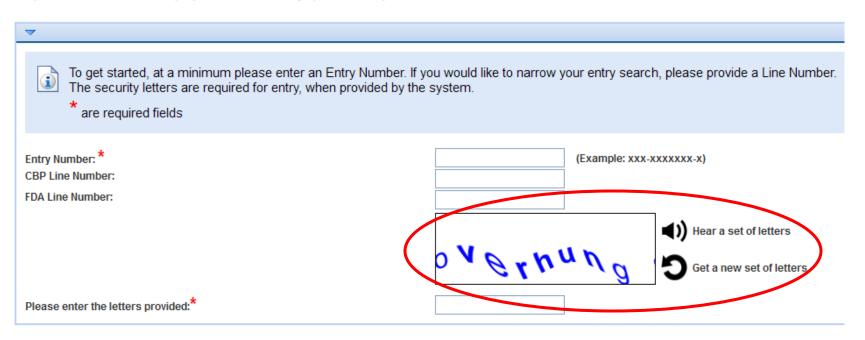


Import Trade Auxiliary Communications System

Welcome to Import Trade Auxiliary Communications System

ITACS allows the Import Trade Community to:

1) Check status of Entries 2) Input Line Availability 3) Submit Requested Documents





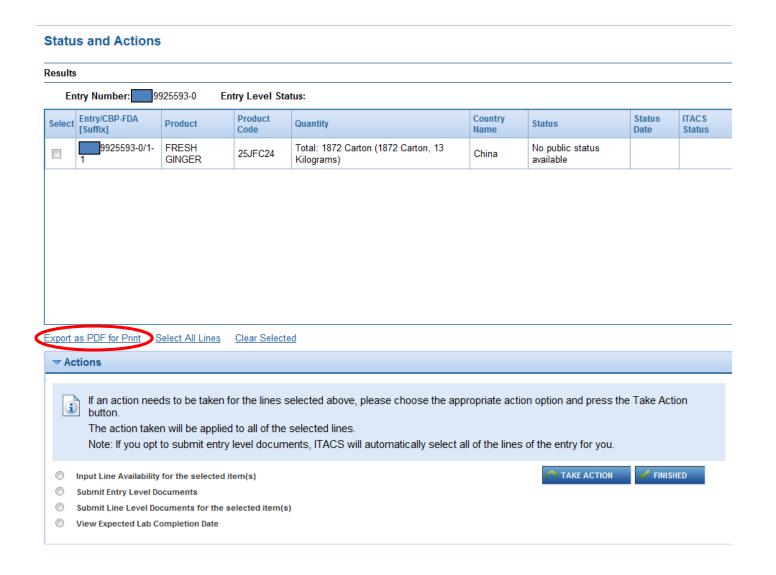


Printer Friendly Results

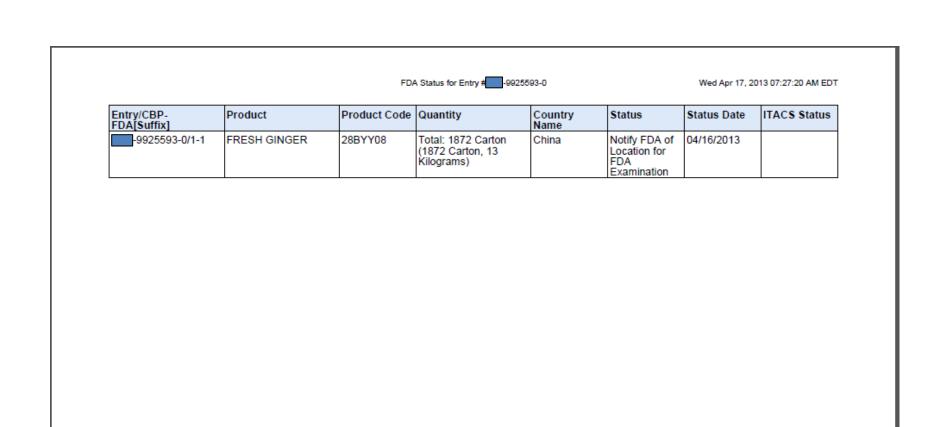
 Status results may be exported to a PDF file for printing or record keeping.

Click on the "Export as PDF for print" link

Printer-Friendly Results



Printer Friendly Results Example PDF



ITACS Link

https://itacs.fda.gov

FDA Contacts

 Do NOT contact the Districts directly about ITACS

 To report problems or ask questions, please send emails to itacssupport@fda.hhs.gov